

Food Expenditure Guidelines For Administrators and Departments

Organizations:

Encouraged to limit membership to organizations directly related to job responsibilities.

Publications:

Encouraged to limit subscriptions to only those publications that directly add benefit to your position.

Meeting Expenditures:

Encouraged to eliminate lunch and breakfast meetings. Should only be purchasing lunch and breakfast for attendees if the meeting is three or more hours and requires attendance during normal meal periods.

Allowed to offer cookies, coffee, and water if refreshments are needed.

Cookies may be purchased at a locality nearby if the cost is reasonable (determined by the school district). May decide to make arrangements with this locality to have an open Purchase Order and make arrangements with them as to advanced notice and pick-up procedures.